U.S. ARMY
CRIMINAL INVESTIGATION COMMAND (CID)

SPECIAL EDITION

COMMANDER'S ACCIDENT PREVENTION PLAN
(CAPP)

FY06

VERSION 2

This plan was developed and implemented to fulfill the requirements of the Army Safety and Occupational Health Strategic Plan and the performance objectives outlined in the U.S. Army Chief of Staff message on accident deaths dated 16 December 2005. It will assist with implementing a proactive and comprehensive safety and occupational health program as outlined in AR 385-10.

DONALD J. RYDER
Major General, USA
Commanding

MICHAEL MISIANOWYCZ
CSM, USA

31 December 2005

ABSTRACT

Title: Commander's Accident Prevention Plan

Unit: U.S. Army Criminal Investigation Command

Year: Fiscal Year 2006

Abstract:

The Commander's Accident Prevention Plan (CAPP) is an action plan that assists in the development and implementation of an effective and proactive occupational health and safety program for subordinate units of the U.S. Army Criminal Investigation Command (USACIDC). As a Direct Reporting Unit (DRU), USACIDC is largely on the move and currently deployed worldwide in providing criminal investigative support, developing criminal intelligence, and ensuring security of top DoD executives. Tied to this dynamic mission is an increasing Army accidental fatality rate and a loss of personnel unequaled in recent years. To assist with reversing this Army trend, the FY06 CAPP focuses our command's accident prevention efforts around common hazards found in these mishaps and provides a roadmap for our leaders, managers, and special agents-in-charge to ensure compliance with existing Army and unit safety procedures, as well as introduce Soldiers within the organization to new and innovative methods to further reduce the accident rate and ensure the well-being of all assigned personnel and family members.

TABLE OF CONTENTS

I. INTRODUCTION

SCOPE

This CAPP will apply to all personnel assigned or attached to the U.S. Army Criminal Investigation Command and will be utilized by primary leaders and designated safety personnel for unit safety program compliance and effectiveness. The CAPP was designed to encompass our tactical operations worldwide, along with our off-duty and recreational safety posture. The HQUSACIDC Chief of Staff will periodically review the plan's effectiveness and update inclusive requirements as needed.

SIGNIFICANCE

During FY05, Army deaths have continued a four year rise, with a total of 306 Soldiers lost due to accidental events. The large majority of these accidents were preventable by leaders enforcing common practices already in use. Two thirds of these losses were the result of operating an Army motor vehicle or a privately owned car. This trend continues today with over 51 accidental deaths in the 1st quarter of FY06, a rate that historically indicates another unacceptable year for Army mishaps.

During the same period, USACIDC experienced a total of 40 motor vehicle mishaps in FY05 compared to 53 in FY04, a 24% reduction from the previous year. The command also experienced 13 fewer "at-fault" motor vehicle accidents (MVAs), and a 68% reduction on at-fault vehicle costs. That positive trend needs to continue and comprises the good news. On the other end however, the command experienced its first Class A mishap in many years and lost a Soldier in a highly preventable, off-duty POV accident; we need to continue focusing our accident prevention efforts in this area.

Eliminating accidental injuries and reducing associated costs is critical to performing the USACIDC mission during this period of increased OPTEMPO and mission requirements. All leaders will remain actively engaged in performing their risk management responsibilities.

OBJECTIVES

This CAPP has one overriding objective – prevent the accidental loss or injury of USACIDC personnel and prevent equipment loss or damage. It is designed to support the Secretary of Defense's 75% accident reduction initiative and utilize the goals of the Army Safety and Occupational Health Strategic Plan and the recent CSA directives to reduce accidental deaths. These CSA directives are:

1. Establish a culture where safety is visible but doesn't make Soldiers risk averse.

2. Build a command climate that actively manages tactical and accidental risk.

3. Ensure accountability of leaders for their programs.

4. Develop executable plans for leader involvement.

5. Ensure the use of composite risk-management in all activities – operations, training, and off-duty activities.

These directives reinforce the top three goals of the Army's strategic safety plan to incorporate safety into the Army culture, ensure the systematic management of risk, and manage the Army Safety Program efficiently and effectively.

In support of these performance objectives, section II of this CAPP contains USACIDC existing programs that will be modified under the recent guidance and section III contains new or external agency programs that USACIDC will adopt and implement internally in the coming months. All commanders are encouraged to further refine these objectives to support local requirements and ensure the safety of their force. Following each program element, "CSA #" comments will denote which CSA directive above is supported.

METRICS

To better assess the effectiveness of our safety efforts, USACIDC will work from a set of measurements which provide the direction of our safety program performance. Within the

Strategic Readiness Scorecard (SRS) and our current Review and Analysis R&A) processes, we will immediately begin measuring:

- Our GSA vehicular accident rate. To obtain this rate, major subordinate commands (MSC) will provide the number of motor vehicle accidents they experienced during a fiscal quarter, along with the number of operational miles they've completed during the same time period.

- Our personal injury rate. This rate will be computed using the number of personal injury accidents compared to the number of personnel present for duty, normalized by 100,000 man/hrs. MSC's will furnish the data to the command safety office no later than the 10th working day following the end of the fiscal quarter.

- Leader safety training. MSCs will provide the total number of commanders and special agents-in-charge (SAC) under their command, along with the number of command and SACs who have completed the Commander's Safety Course (CSC). They will also provide the total number of additional duty safety officers on appointment orders and the number of ADSOs who have completed the approved additional duty safety officer course. The command safety office will compute the average number of CSC/ADSO trained commanders, SACs and ADSOs to incorporate the measurement into the SRS or R&A process. End state is 100% of commanders and ADSOs trained.

- Composite Risk Management training. All personnel will complete Composite Risk Management training available on the CRC learning management system website, at https://safeylms.army.mil. MSC's will track completion of the CRM training and report completion by providing the number of personnel assigned and the number of personnel who have completed training. End state by the FY07 is 100% of personnel trained in CRM principles.

- Abatement Actions. MSCs will provide a consolidated listing of safety hazard abatement actions completed not later than the 10th working day following the end of the fiscal quarter. Units should review their HAZLOG entries and use other staff meetings to capture and record what actions related to safety they've completed during the previous quarter.

- Safety training. MSCs will report the number of safety briefings and safety related training events completed per their training calendar to the command safety office no later than the 10th working day following the end of the quarter.

The command safety office will consolidate the individual MSC training and abatement actions, summarize our safety performance and develop a set of guidelines defining satisfactory performance. The overall MSC status will be incorporated into a "manage composite risk" supporting element under our SRS objective of training and developing leaders.

LIMITATIONS

USACIDC units operate in several regional and combatant commands worldwide and often actively participate in regional accident prevention plan activities. Group Commanders will consider local accident hazards and considerations, and adjust or modify these CAPP requirements if needed for local compliance and training.

OWN THE EDGE CAMPAIGN

The "Own the Edge" campaign is the U.S. Army's current program to combat all Army loss, not just accidents. It uses the comprehensive set of CRC tools and resources, along with the daily application of Composite Risk Management or CRM to inform and remind leaders and soldiers alike of the hazards they might face in operational, mission, or off-duty activities. Soldiers must use composite risk management to truly "own the edge" they are continually operating within during our complex missions. To ensure USACIDC fully supports and

understands this concept, all commanders and SACs will visit the new "Commander's Corner" website available at https://crc.army.mil and review the tools and resources available to them. Commanders and SACs will additionally use and ensure the widest dissemination of CRC Preliminary Loss Reports (PLRs) and PLR posters, and ensure this media is posted on all unit safety bulletin boards. All USACIDC leader meetings will briefly discuss any aspect of OTE during meetings, and all units will ensure a 100% use of the ASMIS 2 POV risk assessment program for leave, pass, and TDY driving tasks.

II. MODIFICATION TO EXISTING PROGRAMS AND INITIATIVES
ACCIDENT REPORTING

. Unit commanders and SACs will ensure all accidents and personal injuries, regardless of severity or final accident classification, are reported to the BN ADSO. Group and BN ADSOs will work closely to ensure accident spot reports required by CIDR 385-1 are forwarded to the command safety office for information and trend analysis purposes. The command safety office will ensure all class A-D accidents are forwarded to the CRC as required by AR 385-40. Units will also provide a copy of the accident report to the local installation safety office to guarantee 100% accident reporting. If no injury or damage resulted from a hazardous event, personnel will complete a "close call" report on the CRC website, https://crc.army.mil to support predictive analysis efforts.

ACCIDENT REVIEW PROCESS

The USACIDC Accident Review Board (ARB) process (ENCL 1) will be modified. Board proceedings will now be reviewed by the DCO following a comparative analysis by the safety manager, and the board findings and recommendations will be distributed to all USACIDC units for internal accident prevention use. CSA 1, 3

PRELIMINARY LOSS REPORTS

Preliminary Loss Reports (PLRs) or PLR poster style prints from the CRC will be distributed to COL/LTC Cdrs from the DCO, and require further distribution to all SACs/directors for posting and review by all personnel. PLRs will be posted on all unit bulletin boards. CSA 1, 2

SAFETY PROGRAM INSPECTION

Commanders at all levels will ensure that a comprehensive safety program inspection supplements both their Organizational Inspection Program (OIP) and Subsequent Command Inspections (SCI) program and includes the proper collection of critical safety related data. This data should include the number of safety course graduates, awareness campaigns, safety-related training completion, and the integration of composite risk management procedures into operational and off-duty periods. CSA 3, 4

SAFETY TRAINING / SAFETY DAY

The USACIDC G3 and subordinate operational staffs will ensure that emerging concepts like composite risk management (CRM) training, and safety and occupational health training contained in the FY06 Command Training Guidance, and the USACIDC Safety Training document dated July 2005, are completed. This training will focus heavily on USACIDC top hazards, including motor vehicle accident avoidance training, range safety, and bloodborne pathogens. Additionally, any USACIDC units / RAs / FO not currently participating in regional MACOM "Safety Day" activities at least twice annually will immediately schedule semi-annual stand-down days for conducting safety related training. CSA 4, 5

SAFETY DUTY PERFORMANCE

Army Regulation 385-10, paragraph 1-5f directs that all personnel (military and civilian) in supervisory positions will be given performance ratings on their safety and occupational

health (OH) responsibilities. Commanders and senior raters will ensure that OERs, NCOERs, and civilian performance reviews contain these required elements. CSA 3

USACIDC SAFETY INTERNET RESOURCE

Pertinent safety information will migrate from the USACIDC intranet site to the USACIDC public home page, and contain links to other Army safety resources including the Combat Readiness Center (CRC), and regional command safety pages. CSA 1, 5

III. NEW INITIATIVES

COMPOSITE RISK MANAGEMENT

Group Commanders will publish a commander's policy letter that emphasizes the use of Composite Risk Management for both tactical and accidental hazards, in off-duty as well as operational settings. As directed under metrics, all personnel will complete the on-line CRM training, available at https://crc.army.mil by the end of the fiscal year. CSA 5

STRATEGIC READINESS SCORECARD (SRS)

Group motor vehicle accident statistics and exposure rates will be incorporated as reporting elements in the SRS system to highlight on-going trends, increase awareness, and ensure all Commanders have visibility on internal mishaps. CSA 3

ARMY READINESS ASSESSMENT PROGRAM (ARAP)

The CRC new Army Readiness Assessment Program will be executed by all incoming battalion commanders within 90 days of assuming command. Additionally, the special USACIDC IG inspection will include ARAP as a surveyed component for visited units. CSA 2, 3

SAFETY ALERTS

Safety Alert messages outlining causal factors and demonstrated hazards will be published either in a hardcopy, poster type format or via electronic means. The USACIDC

Safety, with G6 assist, will study the feasibility of having all USACIDC computer networks display a safety related message at logon. CSA 1

SOLDIER ASSIMILATION / JHA

Commanders will publish a safety annex/in-brief to their new Soldier assimilation programs and ensure that new personnel receive a counseling checklist that allow for self and leader assessment of personal and environmental risks with mitigation measures outlined and agreed to. A Job Hazard Analysis (JHA) will be completed and kept on file as a part of this counseling. CSA 2

GROUP PARTICIPATION IN HQUSACIDC SOHAC

Group Commanders and principal staff will participate in an annual USACIDC driven Safety and Occupational Health Advisory Council (SOHAC). Commanders and S3s will be prepared to brief their last "at-fault" accident event during these meetings to include a brief narrative, causal factors, and their findings and recommendations. Additional topics will be addressed as needed. The SOHAC should be scheduled in conjunction with the USACIDC Senior Leader Conference or via VTC. CSA 1, 4

ASMIS-2 POV RISK ASSESSMENT

Commanders and S-1s will implement the new and improved ASMIS-2 (Army Safety Management Information System-2) POV risk assessment process as part of the required documentation for Soldier leave, pass, and TDY requests. All Soldiers will complete the ASMIS-2 process prior to operating a POV on leave or pass, discuss the risk assessment with their supervisor, and execute the agreed upon countermeasures as required. The ASMIS-2 risk assessments will be placed on file with the approved DA 31,DD Form 1610 or other trip authorizations. CSA 2

SPECIAL IG SAFETY INSPECTION

To ensure accountability in our safety efforts, the USACIDC Inspector General (IG) will conduct a special IG safety inspection during FY06. All battalion level safety and CRM programs will be assessed during these compliance inspections, and consist of four inspection objectives related to the effectiveness of unit safety and risk management programs. These results will drive further improvements in the overall USACIDC Safety program. CSA 3

OAK TREE COUNSELING

"Oak tree counseling," a weekly discussion period between an immediate supervisor and his subordinates, will include points and findings related to personal and operational safety. Green tab Soldiers will be prepared to discuss these safety points and the outcome of the small group discussion with their Commander. Ideal times for conducting oak tree counseling rests between Sergeants Time Training and Family Time early release where utilized. CSA 2

SAFETY AND THE SHIELD

The Shield, our monthly USACIDC publication, will contain a safety section that shares best safety practices, common hazards, and composite risk management. CSA 1

USACIDC SAFETY CARD

The USACIDC Safety Office will publish a graphic safety card that describes composite risk management, a standardized risk assessment process, vital links to CRC tools and resources, and other critical safety related information in an easy to use format. CSA 1, 4

IV. ACTION PLAN SUMMARY

The continued refinement of successful programs like the ARB process, combined with these new initiatives will ensure a proactive, relevant approach to eliminating accidents. The table below contains a summary of these program changes; use it and the statistics provided to brief your subordinates on what's occurring in the Army and gain their insight on how we can reverse the trend.

The USACIDC is a dynamic organization that faces a myriad of hazards, both on and off duty. The dangers faced by unit personnel are sometimes unknown and not predicted; in this respect, everyone must continually monitor their environment and ensure that hazards are accurately reported to the chain of command and safety personnel.

Summary of Six Modified USACIDC Safety Programs

Topic	Changes	CSA #	Lead
Accident Review Process	Conduct HQ analysis and DCO review of common factors; add distribution of findings and recommendations to other Groups	1,3	DCO
Preliminary Loss Reports	Ensure COL/LTC Cdrs receive PLRs from CRC and distribute to SACs for posting/review	1,2	Group / BN Cdrs
Safety Program Inspection	Implement safety program inspection that includes critical data needed for program compliance and is completed in conjunction with OIP/SCI	3,4	Group / BN Cdrs
Safety Training / Safety Day Activities	Required safety training is completed / implement semi-annual safety day requirement for units not currently completing one.	4,5	G3
Safety Duty Performance	OERs/NCOERs/civilian performance ratings will contain safety performance remarks for supervisory personnel	3	Cdrs / Senior Raters
USACIDC Safety Internet Resource	Migrate USACIDC safety information from intranet to CID public home page; include links to Army safety resources	1,5	PAO / Safety

Summary of Eleven New Safety Programs and Initiatives

Topic	Changes:	CSA #	Lead
Composite Risk Management (CRM)	Publish USACIDC Composite Risk Management policy letter that incorporates CRM use in tactical and off-duty settings. All personnel will complete on-line CRM training by the end of the FY.	5	Group Cdrs
Metrics / Strategic Readiness Scorecard (SRS)	Incorporate safety and group accident statistics and rates into scorecard element. Incorporate statistics related to the completion of leader safety training, ADSO training, safety briefs, abatement actions.	3	G3 / Safety
Army Readiness Assessment Program (ARAP)	Execute ARAP for incoming BN Cdrs and include its use for surveying during special IG safety inspection	2,3	IG
Safety Alerts	Publish "safety alert" message on accident causal factors via hardcopy or electronic computer logon messages	1	Safety / G6
Soldier Assimilation / JHA	Publish a safety annex and in-brief counseling checklist for newly arriving personnel; include procedures for conducting a Job Hazard Analysis	2	G1
Group Participation in USACIDC SOHAC	Implement a HQ safety advisory council that includes Group participation, possibly during USACIDC Senior Leader Conference.	1,4	G1 / G3
ASMIS-2 POV Risk Assessment	Soldiers will complete the new ASMIS-2 POV risk assessment process prior to leave/pass and file supervisor concurrence with DA 31	2	Cdrs
Special IG Safety Inspection	Complete special FY06 IG safety inspection to assess battalion level safety and risk management integration	3	IG
Oak Tree Counseling	Initiate safety portion of "oak tree counseling"	2	Cdrs
Safety and the Shield	Publish monthly accident, hazard and emerging trend summaries in USACIDC publication, "The Shield"	1	PAO
USACIDC Safety Card	Publish a CRM card with links to CRC and other needed safety resources	1,4	Safety

DEPARTMENT OF THE ARMY
U.S. ARMY CRIMINAL INVESTIGATION COMMAND
6010 6TH STREET
FORT BELVOIR, VA 22060-5506

REPLY TO
ATTENTION OF

1 0 SEP 2002

CICG-ZA

MEMORANDUM FOR Commander, 3d Military Police Group (CID), Fort Gillem, GA
Commander, 6th Military Police Group (CID), Fort Lewis, WA
Commander, 202d Military Police Group (CID), APO AE 09102
Commander, 701st Military Police Group (CID), Fort Belvoir, VA
Commander, U.S. Army Crime Lab, Fort Gillem, GA
Commander, Tenant Support Unit, USACIDC, Fort Belvoir, VA

SUBJECT: Vehicle Accidents

1. We are experiencing too many vehicle accidents in this command and this trend must be reversed. Vehicle accidents result in a needless waste of scarce resources – both people and material. We cannot afford to lose a single individual to a senseless vehicle accident. I want each of you to personally emphasize chain of command accident notification and counter-measure implementation to prevent future accidents.

2. Effective immediately, battalion commanders will conduct an accident review board following any "At Fault" vehicular accident. The review board will occur within 14 days of the accident. With the soldier's chain of command present (TC, Det Sgt and SAC), the soldier will personally brief his battalion commander on the circumstances that led to the accident and identify actions to avoid like future incidents. The battalion commander will forward his review through the group commander to arrive on my desk within 30 days, illustrating the actions and countermeasures taken to prevent recurrence.

3. Additionally, the enclosed slide show, focused on vehicle accident prevention and risk management, is provided to assist you in raising safety awareness in your unit. Battalion commanders will use this slide show to personally brief their subordinate elements within the next 90 days. Your diligence in preventing needless accidents must be a priority!

4. Additional safety and risk management resources are available on the CID INTRANET or the Army Safety Center Website.

5. The point of contact for this memorandum is the undersigned at (703) 806-0400.

Encl

DONALD J. RYDER
Major General, USA
Commanding

Printed on Recycled Paper

ENCL 1 Commander's Accident Prevention Plan

12